

MINISTRY AND PERSONNEL TEAM

Revised 11/07

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Constitution of Team:

In accordance with an open process for nominations, members of the Ministry and Personnel Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. The Team shall be a minimum of four (4) voting members. Members of the staff of the Pastoral Charge, including members of the Order of Ministry, shall not be members of this Team and shall attend meetings only upon invitation from the chairperson.

Constitution of Team Leadership:

In accordance with an open process for nomination, the Chairperson and Secretary of the Ministry and Personnel Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support: No staff support

Duties and Responsibilities:

1. provide a consultative and supportive agency for the pastoral relationship – including paid staff, contract staff, volunteer leaders, members and adherents of the congregations;
2. oversee the relationship of the staff of the Pastoral Charge to members and adherents of the congregations;
3. review working conditions and remuneration for the staff of the Pastoral Charge and make appropriate recommendations by November 1st of each calendar year to the Financial Management Team in accordance with the approved budget process;
4. oversee the relationship between and among different members of the staff of the Pastoral Charge with respect to their responsibilities and authority;
5. consult with all staff of the Pastoral Charge concerning their schedules for continuing education;
6. maintain close liaison with the Presbytery Pastoral Relations Committee;
7. receive from each Ministry Personnel settled in or called to the Pastoral Charge, a current police record check at the expense of the Ministry Personnel, and no later than the completion of each three-year period of the pastoral relationship;
8. arrange for replacement coverage for staff;
9. in the event of a vacancy in a paid non-ministerial position, advertise, interview and recommend to the Pastoral Council a suitable candidate for hire. For the purpose of the interview and recommendation, the Team may also invite the chairperson or alternate member of the Team responsible for the ongoing oversight or supervision of the employee;
10. meet with staff members individually for performance review and jointly for a team review, these reviews to be done on a yearly basis or more often as necessary;
11. review and revise, as necessary, all job descriptions in conjunction with annual performance evaluations;

12. perform exit reviews with all staff;
13. maintain a list of trained secretarial supply of not fewer than three (3) people;
14. maintain a list of persons for pulpit and pastoral supply;
15. be aware of and review annually all team requirements for staff support as documented in team policies.

Frequency of Meetings:

The Ministry and Personnel Team shall schedule at least five (5) meetings each year, or more often as circumstances warrant, at the call of the chairperson.

Reporting and Accountability:

The Ministry and Personnel Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council. Although the official minutes of team meetings may be deemed confidential, a written summary to each Council meeting is required.

The Ministry and Personal Team shall not become the Joint Search Team in the event of a change in the pastoral relationship or of a vacancy.

In addition to formal minutes, it is recommended that the Ministry and Personnel Team maintain staff files. The staff files will include such things as job description, application and resume, date of hire, goal setting, performance review, professional development activities, exit interview, vacation schedules and sick time record, as well as special notes.

Staff files shall be left with respective staff at the close of the pastoral relationship; however, a copy of the staff file must be maintained by the Ministry and Personnel Team.